

Message

From: Engels, Alan [engels.alan@epa.gov]
Sent: 3/5/2018 10:16:09 PM
To: R8 RLT [R8_RLT@epa.gov]
CC: Duran, Matt [duran.matt@epa.gov]; Rivera, Adrienne [Rivera.Adrienne@epa.gov]; Aldinger, Dayle [Aldinger.Dayle@epa.gov]; Haniewicz, Melissa [Haniewicz.Melissa@epa.gov]; Gilbert, Alexas [Gilbert.Alexas@epa.gov]; Young, Adrea [Young.Adrea@epa.gov]; Gautam, Nawodit [Gautam.Nawodit@epa.gov]; Adams, Grant [Adams.Grant@epa.gov]; Scholten, Karly [Scholten.Karly@epa.gov]
Subject: Open FOIA Managers Report 20180305
Attachments: Managers Open FOIA Report 20180305.xls

Breakdown by program:

Program	Request	HQ Tasked	Special notes
ECEJ	4	1	1 – Overdue/ Exceptional Circumstances Requester approved
extension			
EPR	2	0	1 – Overdue/ Exceptional Circumstances Requester approved
extension			
OPRA	4	1	1- Overdue/Late Awaiting HQ Approval
OWP	5*	0	*1- Upper Missouri Waterkeeper (Litigation Issues) pending court approval to
			Proceed and 1 Exceptional Circumstances Requester approved extension.
TMS	3	0	

Total 18 Open Requests and 2 HQ Task

Additional Updates / Concerns:

The Report:

- New reporting added in Column M and N. Column M indicates if the FOIA is considered Overdue. The FOIA Office is now reporting this in an effort to make you aware of all responses that are taking more than 30 business days to process. These responses should be in this category as the result of Relativity reviews on large complex responses or have other special notes. While an item may be considered overdue for reporting:
 - o Exceptions are ones which the regional office has no control over
 - o Exceptional Circumstances are long term FOIAs which the CMU has obtained approval for extended due dates by the requester and are not late. These are currently reportable, but new instructions expected from HQ would make these non-reportable as well. Exceptional Circumstances exist when there are expected to be more than 5000 pages of potentially responsive documents to review.

Column N indicates if the FOIA response is on HOLD for a fee related or Clarification related issue.

FOIA LEAN:

- The FOIA LEAN Event in DC was a great success. We Developed:
 - o 4 Performance Goals
 - o 68 Critical to Success Factors
 - o >75 Issues
 - o >35 Ideas
 - o 13 Problem Statements
 - o 16 Solutions/Recommendations
 - o 8 Quick Wins

Follow up LEAN Events are in the works to standardize the process across the agency and eliminate redundancies and inefficiencies.

System Updates:

- FOIAonline will soon be moving to a cloud based platform with more than 30 improvements to the system being released sometime within the next 45 days. The new platform is currently under final UAT testing. We will be more than happy to train on the new features once they are made available.
- The Agency is currently reviewing email documents on Relativity 8.3. Region 8 is excited to have 2 CMU members on the National Tiger Team for the release of Relativity 9.5 scheduled for later this year. The new release will allow us to better serve our internal customers.

System Issues:

- During a recent meeting discussing Relativity we learned the Agency currently has 50 user licenses for the agency to review documents within the system. The licenses allow for no more than 50 users to have access to Relativity at the same time. With the increased usage of Relativity we have been asked to remind those reviewing to log off when you are not reviewing. The agency pays for additional access each time it exceeds the 50 users online at the same time. If OEI does not approve the additional users when this occurs, the system quickly grinds to a halt. Please make sure you log off when not reviewing documents. The agency is working to increase the number of user licenses.

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